



Iowa Department of Human Services

Kim Reynolds
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Jerry R. Foxhoven
Director

CHILD ABUSE PREVENTION PROGRAM ADVISORY COMMITTEE (CAPPAC)

Chairperson: LaTasha DeLoach
Vice Chair: Nancy Wells

Committee Members:
Laura Abbe
Lisa Bellows
Jill Hesse
Mark Lyman
Kim Scorza

ICAPP Administrators:
Liz Cox
Julie Dalrymple
Rachel Owens
Abby Patterson

DHS Liaison:
Lisa Bender

Meeting Notice

The Child Abuse Prevention Program Advisory Committee (CAPPAC), of the Council on Human Services, will hold a meeting **Thursday May 10, 2018** from **9:00am-12:00pm**

Hoover State Office Building, Room 1 SE, Side 1
1305 E Walnut St., Des Moines, IA 50319

Meeting Minutes

Call to order, introductions, and welcome

- **Members Present:** Abbe, Bellows, DeLoach, Hesse, Lyman, Scorza, and Wells
- **Members Absent:** None
- **ICAPP Administrators Present:** Patterson, Owens
- **DHS Staff Present:** Bender

Review of previous meetings and approval of minutes

- Recap Oct/Dec 2017 – minutes approved as written

SFY 19/20 ICAPP RFP – Closed Session

Reminder of acceptance form signed

- Bender reminded participants of their evaluator acceptance agreement and the need to keep decisions about a competitive procurement in confidence until the award announcement is made.
- The group also discussed the potential for a conflict of interest for members serving on the CAPPAC who may be involved in their local prevention council.

Brief overview of Needs Assessment/Strategic Plan

- Patterson gave a high level overview of the Needs Assessment and Strategic Plan, available publically here:
 - Needs Assessment: <https://www.pcaiowa.org/downloads/library/2017-iowa-child-maltreatment-prevention-needs-assessment.pdf>
 - Strategic Plan: <http://www.pcaiowa.org/downloads/library/2017-final-cap->

[strategic-plan.pdf](#)

High level overview of RFP

- Bender and Patterson provided an overview of the final RFP posted in January at: <https://bidopportunities.iowa.gov/Home/BidInfo?bidId=b3062224-a628-4321-8cb3-1df31efbfebb>
- They also shared the number of disqualifications and reasons for disqualifications.

Group review process/scores

- Patterson discussed the review process and use of consensus scoring for evaluation teams.

Recommendations to Contract Owner

- The group reviewed the scores and made decisions around specific funding levels to be presented to the Contract Owner.

Public comment period (as needed)

- The group came out of closed session at 11:30 to address any members of the public. There were no public members present for this portion of the meeting.

Wrap-up and plan next meeting (Summer/Regional Mtgs.)

- Bender will send out a draft of the recommendations made today for the committee members to approve before presenting to the ICAPP Contract Owner, Wendy Rickman.
- Next meeting will be held in the summer of 2018 and will provide an update on new contracts, evaluation, and regional meetings. Bender will send a Doodle Poll to members to schedule.